DHS NETWORK ACCESS REQUEST FORM

Please check one of the following:

ADD NEW USER ____ (START DATE) _____
DELETE USER ____ (CURRENT ID and DELETE DATE) _____
TRANSFER ____ (CURRENT ID and PREVIOUS LOCATION) _____
MODIFY ____ (CURRENT ID) _____

Recipient Information (Please Print)

NAME (print) _____
(First)   (I)   (Last)

Telephone _____ Title _____

Employee ID Number (EIN)_____

Division\Office Name _____

Address\Location\Building Name\Room # _____

STANDARD APPLICATIONS

Please select from the list of DHS Standard Licensed Software and DHS Standard Non-Licensed Software below the software needed to configure your computer. Please be aware, the DHS Standard Licensed Software is already licensed for your use. The DHS Standard Non-Licensed Software requires your agency purchase a license for the software or provide proof of licensing for the software before it can be installed on your computer.

DHS Standard Licensed Software:
_ GroupWise   _ Informs   _ LAN WorkPlace Pro   _ Netscape
_ Microsoft Internet Explorer

DHS Standard Non-Licensed Software:
_ Windows 95 and 2000   _ Microsoft Word   _ Microsoft Excel   _ Microsoft Access
_ Microsoft PowerPoint

For a more detailed description of the standard DHS software, please refer to the listing of DHS standard products in the OT LAN Support Business Plan, which can be found at the following location: http://www.dhs.innerweb.utah.gov/ot/policies/.

SPECIAL APPLICATIONS AND RIGHTS TO OTHER DIRECTORIES, MAILBOXES

If you need an application from the **special applications** section of the OT LAN Business Plan (see web location above), list those applications below. Also list special access you may require to directories or mailboxes, other than your own. Contact OT Customer Support, OT Security, or your Technical Support Specialist if you have any questions.
SAFE ACCESS:| |_____

_____

_____

SECURITY STATEMENT
I have read, understand and agree to comply with the Department's "Policy on the Appropriate Use of Information Technology Resources." I have discussed any questions and issues of concern with my supervisor or contract manager in the Department, and these matters have been resolved to my satisfaction.

USER SIGNATURE _____ DATE _____

SUPERVISOR APPROVAL - I have reviewed the applications, access levels and rights requested. I approve this request.

SUPERVISOR NAME (print) _____ PHONE_____

SUPERVISOR SIGNATURE _____ DATE _____

HRE - I have entered the employee into HRE and have faxed this completed form to the Office of Technology at 801-538-3916.

HRE SIGNATURE _____ DATE _____

OFFICE USE ONLY:
Agency Code:_____ Region Code:_____ Assigned Network ID:_____
Revised: 29 April, 2002